APPENDIX E-077 V

MEMORANDUM DUE-IN DOCUMENT VIOLATIONS

1. INPUT DOCUMENT

   a. Appendix B-41, Memorandum Due-In - Procurement Instrument Source,
DIC DDX.

   b. Appendix B-42, Memorandum Due-In - Other than Procurement
Instrument Source, DIC DFX.

2. INPUT TO PROCEDURE DECISION CHART

   Due-In Records from Procurement and Other than Procurement Instrument
Sources.

3. PURPOSE, CONTENTS AND RESPONSIBILITIES

   This appendix provides instructions for the research, correction, and
reentry of the Memorandum Due-In - Procurement Instrument Source
Documents, DIC DDX and Memorandum Due-In - Other than Procurement
Instrument Source Documents, DIC DFX, which have been rejected from
processing. Reasons for rejection by Violation Reason Code are listed
below in alphabetical sequence. The Inventory Accounting Branch within
the Stock Control Division is responsible for processing all VRCs except
RU. This VRC requires action by the IM.

VIOLATION REASON CODE	DEFINITION
AF	Condition Code Invalid, Blank or Unmatched.
AI	Invalid Document Number.
AN	UI Invalid, Blank or Unmatched.
AR	Purpose Code Invalid, Blank or Unmatched.
AS	Quantity Invalid or Blank.
AY	NSN Invalid, Blank, Unmatched or Duplicated.
BO	ETD more than One Year Past.
BT	No Matching Due-In/Receipt Record.
CU	Item has been Logistically Lost.
DE	Duplicate Document.
FU	DIC DDX Invalid Line Item Number.

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VIOLATION
REASON CODE     DEFINITION

HI              Insufficient Quantity.

PU              Input Does Not Match Record.

RU              Acquisition Cost Not Recorded in NIR.

UA              Invalid LIM RIC or Storage Location.
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4. PROCESSING/RESEARCH INSTRUCTIONS

   a. VRC AF.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Violation Reason Code AF indicates that the Condition Code in pos. 71 is blank or contains a code other than those authorized (A through E and G).

      (2) PROCESSING/RESEARCH REQUIRED

      Contact the LIM to determine the true Condition Code of the due-in.

         (a) If the Condition Code in the document was in error, and the true condition of the material due-in is one of those authorized for LR transactions, correct the violation and reinput in accordance with paragraph 5 below.

         (b) If research reveals the Condition Code in the document represents the true condition of the material due-in, advise the LIM that the Condition Code is not one which is valid for use in LR transactions. Delete the violation in accordance with paragraph 5 below.

   b. VRC AI.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Violation Reason Code AI indicates that the transaction contains blanks or an invalid document number in pos. 30-43.

      (2) PROCESSING/RESEARCH REQUIRED

      Obtain a screen print from the LRGF (see SAMMSTEL DLAH 4745.2 for assistance), and the Due-In File (SAMMSTEL Verb SDIA) and compare to the input document. If this does not solve the violation, see the LR Monitor who will contact the LIM for the correct document number.

   c. VRC AN.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Violation Reason Code AN indicates that the Unit of Issue (UI), pos. 23-24 of the input document, is unmatched to the National Inventory Record UI or the Reference NSN UI.

(2) PROCESSING/RESEARCH REQUIRED

(a) Obtain a screen print of the NIR utilizing SAMMSTEL Verb SNIR
(see DLAH 4745.2, Volume I, DLA Remote Users Handbook for assistance)
and compare the UI of the violated document to the NSNs UI and the
Reference NSNs UI. Correct the document and reinput in accordance with
paragraph 5 below.   (Note: Compare the UI reflected in the trans-
action to the NIR UI to determine whether the quantity in the document
needs to be converted. If so, adjust the quantity, pos. 25-29 and
reenter in accordance with paragraph 5 below.)

(b) To notify the LIM of actions taken, use a General Purpose
Worksheet and prepare a Storage Item Data Correction Document, DIC DZB,
in accordance with appendix B-261, ensuring that Code 5 is in pos. 7.
Forward the worksheet to data entry with the annotation that the
transaction is to be transceived directly to the activity shown in pos.
4-6.

d. VRC AR.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AR indicates that the Purpose Code is other
than A, D, E, F, G, H, or N.

(2) PROCESSING/RESEARCH REQUIRED

Contact the LR Monitor to ascertain from the LIM the correct
Purpose Code. If the Purpose Code is one which is acceptable for use on
LR documents, revise the violated document and reinput. If the Purpose
Code is unacceptable for use in LR documents, delete the violation from
the Violation Control Suspense File and advise the LIM of the action
taken.

e. VRC AS.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AS indicates that the quantity is invalid;
non-numeric or zeros. If the item was involved in a UI change, the VRC
indicates the converted quantity exceeds 999,999,999.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the quantity field of the input transaction (pos. 25-29)
contained invalid characters or zeros, contact the LIM to determine the
correct quantity and reenter the violation in accordance with paragraph
5 below.

(b) If the quantity field (pos. 25-29) of the input transaction
contains all numerics, the violation occurred because the NSN being
reported as received has undergone a UI change, and the converted
quantity would exceed 999,999,999.

1. Contact the LIM through the LR Monitor to determine the
correct quantity. If the LIM advises that it should be lower than that
reflected on the input transaction, correct accordingly and reenter in
accordance with paragraph 5 below.

     <u>2</u>. If the LIM advises that the transaction contains the correct quantity, contact DSDC-RDC through the appropriate channels for assistance. Note: Current files will not accommodate the size of this field.

  f. VRC AY.

    (1) REASON FOR VIOLATION/ERROR CONDITION

     Violation Reason Code AY indicates that pos. 8-20 of the document contains alpha characters or blanks; the NSN is not currently in the NIR, or the NIR Key Code is DR, DX, or DZ.

    (2) PROCESSING/RESEARCH REQUIRED

     (a) If the NSN contains invalid characters or is not in the NIR, contact the LIM, through the LR Monitor, regarding the document number cited in pos. 30-43 of the violation to verify the NSN in pos. 8-20.

      <u>1</u>. If the correct NSN is different than that on the input document, and is the management responsibility of the processing center, correct and reenter the violation in accordance with paragraph 5.

      <u>2</u>. If the correct NSN is different than that on the input document, and is the management responsibility of another ICP, advise the LIM to submit a new Memorandum Due-In Document to the proper ICP. Delete the violation in accordance with paragraph 5 below.

     (b) If the NSN in pos. 8-20 is valid, however, has an NIR Key Code which indicates the item is deleted, contact the LIM and advise that the due-in cannot be established.

      <u>1</u>. If the due-in is from a procurement source, instruct the LIM to determine whether the procurement action can be canceled. If it cannot, advise that action to dispose of the assets will be taken upon receipt.

      <u>2</u>. If the due-in is from a non-procurement source, instruct the LIM to advise the customer that the item has been deleted and that any existing assets may be disposed or retained for local use.

  g. VRC BO.

    (1) REASON FOR VIOLATION/ERROR CONDITION

     Violation Reason Code BO indicates that an attempt has been made to establish a due-in on an item whose ETD is more than one year in the past.

    (2) PROCESSING/RESEARCH REQUIRED

     Research the LRGF to determine if this is a valid due-in. If so, reenter the violation in accordance with paragraph 5. If not, return the violation to the LIM using a DIC DZG, appendix B-260, Reject Status Code AW.

h. VRC BT.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code BT indicates that a due-in reversal document does not match a Due-In trailer either on Document Number/PIIN, CLIN or Call/Order Serial Number, Storage Location, Purpose Code or Condition Code.

(2) PROCESSING/RESEARCH REQUIRED

(a) Query the DIF for the NSN reflected in pos. 8-20 of the rejected document. Compare the due-in data to be rejected document to determine whether a purely typographical error was made on the reversal transaction. If so, correct the rejected document and reenter in accordance with paragraph 5 below.

(b) If no matching due-in data was found, query the LRGF to determine whether the due-in for which the reversal is being attempted has already been deleted. If a matching reversal is located, delete the violation in accordance with paragraph 5 below.

(c) If research of the LRGF does not resolve the rejected document contact the LIM through the LR Monitor to determine the correct elements to be contained in the reversal document. If the corrected document matches data contained on the DIF, reenter in accordance with paragraph 5. If the corrected document matches an outstanding Memorandum Due-In violation, delete both transactions in accordance with paragraph 5. If, however, the corrected transaction does not match any existing due-in information, advise the LIM that a reversal cannot be processed for a due-in which was not previously provided, and delete the violation in accordance with paragraph 5 below.

i. VRC CU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code CU indicates that an attempt to add to a due-in on an NSN, pos. 8-20, which is coded for a Logistics Loss.

(2) PROCESSING/RESEARCH REQUIRED

(a) Contact the LIM explaining the situation and advise that records reflect that the management responsibility for this item has been transferred to another IMM.

(b) Take action to forward the memorandum due-in transaction to the GIM.

(c) Delete the transaction off the Violation Control Suspense File.

j. VRC DE.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code DE indicates that a suffixed DIC DDX or DFX matches a previously processed document and is suspected of being a duplicate.

(2) PROCESSING/RESEARCH REQUIRED

Query the Item History (SAMMSTEL Verb SIHF) and the Due-In File (SAMMSTEL Verb SDIA) to review the suspected duplicate. The first suffixed transaction received will post to the files since it will not match any previously processed transactions; any following suffixed transactions will violate so that they may be verified for accuracy prior to processing. If review of the records indicates the transaction is not a true duplicate, but represents valid due-in maintenance, reenter the violation in accordance with paragraph 5. If the violated document is a true duplicate, delete the violation in accordance with paragraph 5 below.   If Item History and the Due-In File does not resolve the violation, contact the LIM through the LR Monitor for assistance.

   k. VRC FU.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code FU indicates that the Line Item Number, pos. 45-50 is invalid. Positions 45-48 should be all numeric and other than zero, pos. 49-50 can be alphanumeric, or all zeros.

   (2) PROCESSING/RESEARCH REQUIRED

Obtain a LRGF (SAMMSTEL Verb SLRC, DLAH 4745.2) and compare the violation with the file. If there is a matching due on the LRGF, correct the Line Item and reenter the violation in accordance with paragraph 5. If the LRGF does not provide the answer, contact the LIM through the LR Monitor for assistance.

   l. VRC HI.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code HI indicates that the quantity for which the reversal is being attempted exceeds the quantity recorded as due-in in the DIF.

   (2) PROCESSING/RESEARCH REQUIRED

(a) Determine if the quantity in the DIC DDX/DFX is correct by checking source documents or by contacting the LIM via the LR Monitor. If not correct, enter the correct quantity and reprocess in accordance with paragraph 5.

(b) Check for any outstanding due-in violations. If found, correct and reenter the due-in violation. After the due-in violation is processed, reenter the DIC DDX/DFX reversal transaction in accordance with paragraph 5.

(c) If instructions in subparagraphs (a) and (b) above do not resolve the problem, query the LRGF and/or contact the LIM to ascertain the correct quantity which should be currently due-in. Revise the rejected document accordingly and reenter in accordance with paragraph 5.

m. VRC PU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code PU indicates that an attempt to establish a memorandum-type due-in has been made against an item which has not been involved in a Logistics Reassignment. This determination is made based on review of the item's NIRF and finding no Type of Logistics Reassignment Code present.

(2) PROCESSING/RESEARCH REQUIRED

The LR Monitor should contact the activity submitting the document and advise of the error. The activity should further be advised that assets which are excess to their needs should be reported utilizing the Materiel Returns Program. (Refer to chapter 40 of this manual for specific guidance.)

n. VRC RU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code RU indicates that there are zeros in the Acquisition Cost field in the NIR.

(2) PROCESSING/RESEARCH REQUIRED

At ETD, the Acquisition Cost and the Standard Unit Price fields in the NIR should be equal. Check the LRGF to establish the ETD and see if the ETD has occurred. If the ETD has occurred, notify the Standard Pricing Office that the Acquisition Cost field in the NIR is zero filled. Await establishment of the Acquisition Cost and then reenter the violation in accordance with paragraph 5.

o. VRC UA.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code UA indicates that the LIM RIC, pos. 51-53 is blank or Storage Location, pos. 67-69 is invalid.

(2) PROCESSING/RESEARCH REQUIRED

(a) Query the LRGF to ascertain the correct LIM RIC and reenter in accordance with paragraph 5.

(b) If necessary, contact the LIM, through the LR Monitor, to determine the correct Storage Location for the due-in being reported.

1. If this location is different than that on the input transaction and the correct RIC matches the Source Preference Table, correct the input transaction and reenter in accordance with paragraph 5 below.

2. If, however, the RIC contained in the input transaction represents the true location of the material, contact the Item Manager and request that the RIC be added to the Distribution Policy File

(Source Preference Table) using a DIC ZHA transaction. After verification that the RIC has been added, reenter the violation in accordance with paragraph 5 below.

(c) If the violated transaction is a reversal, query the Due-In record for the NSN contained in pos. 8-20 of the input document, utilizing SAMMSTEL Verb SDIA (see DLAH 4745.2 for assistance). Determine whether there is a due-in line which matches this transaction, except for Storage Location. If a matching due-in is found and it appears that a typographical error (only) has been made in the transaction, correct the input to match the due-in record and reenter in accordance with paragraph 5. If no matching due-in is found, delete the violation and advise the LIM of action taken.

5. REENTRY INSTRUCTIONS

a. Review remaining data elements contained in the violation output document to detect other invalid data, and correct as necessary.

b. Reentry method for violations is contingent upon the type of violation output document which is a local option and recorded on the ORC Table (appendix F-20). Violations may be reentered online via the SAMMSTEL Verb SVRR (see DLAH 4745.2, Volume I, DLA Remote Users Handbook for processing assistance).